

## JOB CORPS

### CONSTRUCTION AND REHAB REPORT - QUARTERLY

#### REPORT INSTRUCTIONS

The following instructions describe the elements of information (i.e. entries and columns of entries, for filling out the quarterly report). Each entry has a corresponding number for reference to the instructions.

- (1) Enter the full name of the center.
- (2) Enter the last day of the calendar quarter for which the report is being submitted i.e. 3/31, 6/30, 9/30, 12/31.
- (3) Enter the Center's ID number. Each Job Corps Center is assigned a unique DOL identification number. This number is listed on the top right hand corner of the cover page on the facility survey. It is also listed on the monthly Design and Construction Status Reports.
- (4) Enter the Operator's DOL contract number.
- (5) Enter the Operating Contractor's name or Agency.
- (6) Enter the Facility Survey Deficiency ID number or "EMER" if the Region approved and emergency funding request, (The ESC will assign a deficiency number to all emergency requests, this number should be included when it becomes available), "MODRN" if the Region approved Modernization funding, or "REDRCT" if the Region provided approval to redirect funds for an approved project.
- (7) Enter a one line description of the project and the location of the project i.e. building #. Break out each separately funded project and enter a description of each on separate lines, (i.e. individual life safety deficiencies).
- (8) Enter the fiscal year the funding was approved – The FY will appear on the MOD.
- (9) Enter the contract modification number and date of the mod or enter the date written approval was provided by the Regional Office.
- (10) Enter the amount funded for each project. If funding is deobligated at the expiration of a contract, the funded amount will be reduced on the expired contract and reported as new funding on the new contract. A contract modification will be issued for both contracts.
- (11) Enter the amount Expensed. The amount expensed must equal the sum of vouchered reimbursable, unvouchered reimbursable, and unvouchered accounts payable listed on the ETA 2110.
- (12) Enter the total amount undelivered commitments (open purchase orders).
- (13) Enter the amount of funding needed to complete the project. This amount is not the estimated cost but is the actual cost of the low bid plus any bid alternates accepted and, change orders if arise during construction and any other costs associated with the project's full completion.
- (14) Enter the amount of funds that was redirected to offset the cost another project. Maintain file copies of both the center's request for redirection of funds and the Regional letter of approval. Regional Office approval is required prior to redirecting funds. An entry in the remarks section should describe the transfer.
- (15) Enter the total amount obligated for this project including all undelivered commitments and costs to complete (lines 11 + 12 +13). This column is automatically calculated on the spreadsheet.
- (16) Enter the balance (lines 10 +14 – line 15). This column is automatically calculated on the spreadsheet.
- (17) Enter anticipated or actual start and finish dates. The initial entry is anticipated and should be updated as contracts are approved and work is completed.

- (18) Enter the percentage of work in place (actual work completed). Do not enter the percentage of funds obligated to date.
- (19) Enter the description of the status of the project and any pertinent data related to the project. Use additional lines to explain in greater detail. The cell will automatically expand.
- (20) When the project is complete the center should notify the region and the engineering support contractor (ESC) (PBDewberry) to schedule inspection. Enter the initials of the ESC or RO project manager who confirmed completion.